

NORTH COAST[®]

— BREWING CO. —

I N D E P E N D E N T S I N C E 1 9 8 8

Human Resources Technician
North Coast Brewing Co., Inc.
Reports to: Human Resource Director

Exciting career opportunity with room for growth at award-winning North Coast Brewing Company.

About North Coast Brewing Company

North Coast Brewing Company is a world class Craft Brewery with over 30 years of tenure in the industry. One of the breweries at the forefront of the Micro Brewing renaissance, North Coast is famous for its Old Rasputin Russian Imperial Stout, Scrimshaw Pilsner Beer, and world class Belgian Ales, including PranQster and Brother Thelonious. A certified B Corporation, the company mission statement is “Making the world a better place, one pint at a time.” For more information, please explore our website, northcoastbrewing.com.

SUMMARY OF POSITION:

The Human Resources Technician (HR Technician) contributes to the accomplishments of the Human Resource (HR) department by assisting with the administration of day-to-day operations. As a North Coast Brewing Company employee, the HR Technician will participate in a high-performance culture that embraces our B Corp mission and emphasizes empowerment, quality, productivity and standards, and goal attainment.

QUALIFICATIONS:

The ideal candidate will demonstrate the following experience and expertise:

- Minimum AA degree in Business Field; Bachelor’s degree in Business Administration desirable;
- 2+ years’ experience in Human Resources, Business Administration, Accounting, or similar field;
- Direct experience in the HR field may suffice in lieu of some or all education requirements;
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment;
- Effective oral and written communication skills;
- General knowledge of various employment laws and practices;
- Experience in administration of benefits and other HR programs;
- Excellent interpersonal skills;
- Skills/aptitude in database management and record keeping;
- Able to exhibit a high level of confidentiality;
- Excellent organizational skills;
- Must be able to identify and resolve problems in a timely manner;
- Must be able to gather and analyze information skillfully, with accuracy, and with high attention to detail.

Full job description and application available via email work@northcoastbrewing.com

Making the World a Better Place, One Pint at a Time

(707) 964-2739 FAX: (707) 964-8768 455 NORTH MAIN FORT BRAGG, CA 95437
www.northcoastbrewing.com info@northcoastbrewing.com

